

## SAMPLE MEMORANDUM OF RECOMMENDATION

**(Unit Letterhead)**

**(Office Symbol)**

**(Date)**

MEMORANDUM FOR President, Warrant Officer Accession Board

SUBJECT: Recommendation for Selection as a Warrant Officer  
(LAST NAME, First Name, MI, SSN, Unit)

1. Letters should be 3 to 5 paragraphs with specific, quantifiable comments about the service member's character and tactical and technical competence.
2. Can use information from the service member's entire record, including comments about schools completed, assignments, deployments, impact awards, achievements and accomplishments.
3. Generic flowery comments are not effective in communicating the service member's attributes to board members. If you can change the name of the person being recommended to someone else and the comments are not false, then the letter is probably too generic to communicate effectively to board members.

**(Signature)**  
**(Signature Block of Recommending Officer)**